

**Employment Training Network (ETN)  
Solicitation for Proposals (SFP)  
Proposal Package Instructions**

## **Summary**

The ETN is the vehicle for providing an immediate response resource center to Local Workforce Investment Areas (LWIA) administrative entity staff, One-Stop operators, community-based organizations, and Local Workforce Investment Boards (LWIB). The services to be provided are solely for the benefit of the local level WIA administrators and service providers.

The network arranges for consultant services through cooperative agreements. The ETN staff maintains a lending library consisting of instructional materials, audiovisual materials, transparencies, curriculum guides, learning activity packages, project abstracts, reports and studies. The ETN has been funded by the Employment Development Department (EDD) for 19 years. This SFP will award up to \$900,000 to one entity that can best demonstrate their experience and qualifications to continue the operation of the ETN for two more years.

Proposal submission instructions and other minimum requirements for this SFP are contained in the main [SFP document](#).

All proposals must answer each section below and provide any requested forms. Forms may be downloaded by clicking on the available links below.

### **1. Cover/Signature Page (Includes Proposal Summary)**

The purpose of the [Cover/Signature Page](#) (SFP Form 1) is to provide applicant contact information, the amount of funding requested, a proposal summary of 100 words or less, and an authorized representative's signature. All sections of the Cover/Signature Page must be completed.

### **2. Proposal Narrative**

The full [Proposal Narrative \(SFP Form 2\)](#) contains five sections as detailed below. Each section will be reviewed and scored individually. The full Proposal Narrative is limited to 50 pages exclusive of the Budget Plan and letters of reference. The Budget Summary Plan will also be scored as noted.

## Section I – Purpose and Scope of ETN (Maximum 10 points)

	<u>POSSIBLE POINTS</u>
1. The applicant shall clearly demonstrate their understanding of the <u>purpose</u> of the project. The explanation shall be narrative and address their understanding of the purpose and their plans to achieve it.	5 points
2. The applicant shall clearly demonstrate by explaining their understanding of the <u>scope</u> of the project. The explanation shall be narrative and address how they would accomplish the scope.	5 points

## Section II - Work Plan (Maximum 40 points)

	<u>POSSIBLE POINTS</u>
1. The applicant must present a complete discussion of the conceptual or methodological problems surrounding the project and propose a clear and feasible work plan that includes the following.	
a. The applicant will explain how they will stay abreast of field activities and will make personal site visits to local area entities.	3 points
b. The applicant will discuss how books, documents, and videos identified as being of interest to LWIAs, LWIBs, and Program Operators will be acquired, abstracted, and entered into a database management file provided by EDD and maintained by the applicant.	5 points
c. The applicant will discuss how specific mini catalogs identifying materials available to LWIA/LWIB staff relevant to program needs will be printed and distributed by the applicant. These catalogs will be distributed at conferences and in response to requests from LWIA/LWIB staff.	4 points

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| d. Rapid response to requests will be maintained during this Agreement period. The applicant must explain how they will respond to all WIA and Wagner Peyser customer requests for consultant services, materials, and/or information within two working days of receipt of said request.  | 4 points  |
| e. The applicant must explain how WIA and Wagner Peyser and related program data will be collected, organized and entered into a database in order to broaden available information on programs and consultants which may be used to assist local staff who request assistance. Program specific information must continue to be expanded.   | 5 points  |
| f. The applicant will demonstrate knowledge and ability to maintain a file of potential consultants with knowledge applicable to employment and training programs. Also the applicant will provide specific examples of experience, in the past 3 years, in arranging for consultants to assist with improvement to local employment and training with a primary focus on consultants provided to assist with the WIA program. | 10 points |
| g. Applicant will describe in detail how they will produce and distribute the quarterly ETN Information Exchange Newsletter.   | 5 points  |
| h. The applicant will describe their experience in securing evaluations from their WIA customers and their system for follow up.   | 4 points  |

### **Section III – Management and Staffing Plan (Maximum 15 points)**

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| 1. The applicant shall demonstrate that their management plan ensures the efficient operation of the project. The explanation shall describe how the project will be managed to meet the requirements of the project. | 10 points |
| 2. The organizational plan shall reflect adequate time commitment for all tasks and correlate proposed staff assignments. The applicant shall demonstrate a linkage between the tasks and the proposed staffing.      | 5 points  |

#### **Section IV - Experience /Statement of Capabilities (Maximum 40 points)**

1. The applicant organization must show clear evidence of a minimum of three years of recent experience (which must be in the last five years) in the development and management of projects such as described in this SFP, for WIA or other training and employment programs. The following items must be included: 10 points
  - a. The names and qualifications of all potential staff to be employed and a statement indicating the responsibilities and time commitment of each.
  - b. An organizational chart showing the lines of authority.
  - c. Resumés of organizational staff to be employed on the project.
2. The applicant shall demonstrate with examples the experience and expertise of proposed staff in the design and conduct of similar projects for WIA or other employment and training programs. 10 points
3. The applicant shall demonstrate that the staff is knowledgeable in dissemination of information and in arranging for technical assistance. 10 points
4. The applicant will describe in detail their accounting system and how that system will ensure prompt invoicing and payment of accounts. 4 points
5. The applicant will describe their record retention system and how records will be maintained as necessary for federally funded projects. 4 points
6. The applicant will provide a management audit letter. 2 points

#### **Section V. – Local Collaboration/References (Maximum 10 points)**

The applicant must include five (5) letters of reference concerning services provided of a similar nature and scope for WIA or other employment and training programs. At least three (3) of the letters must be from California Local Workforce Investment Area Administrators. Fax copies will be accepted.

1. Describe your experience in administering projects of a similar nature and scope for WIA or other employment and training programs and demonstrate that the references clearly indicate the likelihood of success. 10 points

## Section VI. – Budget Summary Plan (Maximum 10 Points)

### Complete and attach [SFP Form 3 Budget Summary Plan](#)

In preparing the budget plan, detailed costs shall include, but not be limited to, the cost for each item in staff support and administration categories (salaries, wages, employee benefits, equipment and facilities, supplies, material, and services), as well as an overall estimate of travel expenses, data processing costs, and any indirect cost not to exceed \$900,000.00. Indirect cost rates/overhead charge shall not exceed 10 percent.

A minimum of \$400,000 must be included in the Budget Plan for the provision of consultant services (state-level and peer-to-peer), and their reimbursement for expenses; and for visits to exemplary program sites. (Applicants whose Budget Plan does not meet this requirement will be disqualified.)

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| 1. The applicant must present costs that are sufficient to perform each of the required tasks.  | 5 Points |
| 2. The applicant must show reasonable balance between project staff costs and direct service costs to the local level service recipients. | 5 Points |
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## Section VII. - Expenditure Plan and Additional Forms

Applicants must complete and attach an Expenditure Plan of their own design. Enter planned cumulative expenditures for each quarter. This expenditure plan is cumulative throughout the term of the project.

### Contractor Certification

Applicant must complete and attach the [Contractor Certification SFP Form 4](#).

**Disabled Veterans Business Enterprise Participation Program Requirements,**  
Applicants must complete and attach [SFP Form 5](#).

### Statement of Financial Capabilities

Applicant must complete and attach [SFP Form 6](#) providing a statement of Financial Capability of the applicant organization.

### Maximum Rates for Services

Applicant must complete and attach [SFP Form 7](#) providing the Rates of Services to be reimbursed under the ETN subgrant.